

Billing & Invoicing Guide

This manual provides an explanation of XXImo's monthly invoicing and a description of the accompanying documents.

Documents

On this page, you will find a complete overview of the documents related to XXIMO's invoicing, along with a brief explanation of each. Further on in this manual, you will find a detailed description of each document type. You can download these documents via the [XXIMO Customer Portal](#) by logging in with your administrator account.



1. Invoice

The Invoice combines both the service-related fees (Fee Invoice) and the mobility usage (Product Invoice) into a single summary. It provides an overview of all costs within the invoicing period, including applicable VAT and total amounts.



2. Transaction Specification

The transaction specification is an Excel file that contains the transactions related to a specific direct debit collection. The file provides a detailed overview per cardholder, including transaction date and time, amount including VAT, merchant details, job title and employee number.



3. Direct Debit Overview

This document provides an overview of all amounts collected during the relevant period via direct debit from your account. The availability of this document depends on the configuration of the mobility solution and may not be available for all customers.



1. Fee Invoice

Filename: XXImo_maandfactuur_INVO0123456_2026_02



FACTUUR

XXImo

Bedrijfsnaam: Example B.V.
Ter attentie van: J. Doe
Adres: Example Avenue 123
Postcode en Woonplaats: 1234 AB Utrecht

Factuurdatum: 28-02-2026
Periode: 02-2023 t/m 28-02-2026
Factuurnummer: INV00584146
Debiteurnummer: 150139456

BETAALD

Samenvatting

PRODUCTCATEGORIE	Totaal excl. BTW	BTW- 9% grondslag	BTW- 21% grondslag	BTW Bedrag	BTW n.v.t.	Totaal incl. BTW
XXImo maandelijkse kosten	€ 0,95	€ 0,00	€ 0,95	€ 0,20	€ 0,00	€ 1,15
Elektrisch laden binnenland	€ 231,71	€ 0,00	€ 0,00	€ 0,00	€ 231,71	€ 231,71
Openbaar vervoer, OV Chipkaart transacties	€ 123,24	€ 123,24	€ 0,00	€ 11,07	€ 0,00	€ 134,31
TOTAAL DEZE PERIODE	€ 355,90	€ 123,24	€ 0,95	€ 11,27	€ 231,71	€ 367,17

BTW

Btw bedrag (21%)	€ 0,20
Btw bedrag (9%)	€ 11,07
	€ 11,27

Bedragen tussen () zijn negatief.

XXImo facturen zijn verrekenend met de vooruitbetaalde bedragen. Het actuele totaalbedrag dat vooruit betaald is voor transacties wordt weergegeven in de Self service portal van uw Mobility Cards als u inlogt als administrator.

Voor vragen over deze factuur: bel 0900-1980 of stuur een email naar facturen@xximo.nl.

XXImo B.V. www.xximo.com

World Trade Centre, Stadsplateau 11, 3521 AZ Utrecht, The Netherlands T +31 73 615 63 70 F +31 73 615 63 61
Chamber of Commerce: 53111524, VAT number: NL.850.751.512.B.01

Fee invoice

The Fee Invoice provides an overview of the service-related fees charged during the invoicing period for the use of the XXImo platform.

These fees are separate from the mobility transactions and relate to services such as card costs, administrative costs and transaction fees.

The invoice summarises the fees per product category and shows the applicable VAT and the total amount due for the invoicing period.

The document also contains the standard invoice information, such as the invoice number, invoice date, billing period and customer details.



2. Transaction Specification

Filename: XXImo_TransactieSpecificatie_150123685_2026_02

The Transaction Specification is an Excel file that provides a detailed overview of the transactions included in a specific direct debit collection. Each row represents a transaction and contains information about the cardholder, the XXImo card number, the transaction date and time, the merchant details and the transaction amount including VAT.

This document helps customers identify which transactions are included in the collection and provides additional detail. At the bottom of the document the total amount of the listed transactions is shown.

Timing of transactions

XXImo receives transaction data from mobility service partners. In some cases, transactions may be received after the invoicing period has closed. As a result, certain transactions may appear in a later invoice or transaction specification than the period in which the service was actually used.



Transacties behorende bij deze incasso

Naam Kaarhouder	XXImo Nummer	Datum Transactie	Tijdstip Transactie	Bedrag incl BTW	Merchant Naam	Merchant Plaats	Functienaam	Personeelsnummer
Example Person 1	12345671	30-12-2025	10:44:43	€1,50	INT*AIR-serv NL	Waalwijk	Financieel Manager	12341
Example Person 1	12345671	31-12-2025	10:10:53	€200,00	Snel Tank Wichink	HEETEN	Financieel Manager	12341
Example Person 1	12345671	31-12-2025	10:12:31	(€127,61)	Snel Tank Wichink	HEETEN	Financieel Manager	12341
Example Person 1	12345671	04-01-2026	14:52:49	(€136,63)	Snel Tank Wichink	HEETEN	Financieel Manager	12341
Example Person 2	12345672	01-01-2026	00:00:00	€6,05	XXImo		Algemeen Directeur	12342
Example Person 3	12345673	01-01-2026	00:00:00	€6,05	XXImo		Productontwikkelaar	12343
Example Person 1	12345671	01-01-2026	00:00:00	€6,05	XXImo		Financieel Manager	12341
Example Person 4	12345674	01-01-2026	00:00:00	€6,05	XXImo			12344
Example Person 1	10125402	01-01-2026	00:00:00	€4,24	XXImo		Financieel Manager	12345
Example Person 2	10125403	01-01-2026	00:00:00	€4,24	XXImo		Algemeen Directeur	12342
Example Person 1	12345671	04-01-2026	14:51:38	€200,00	Snel Tank Wichink	HEETEN	Financieel Manager	12341
Totaal bedrag				€169,94				

